

S&MA Mission Services Technical Directive

Control No: 141	Org. Code: QD40	Project Code: IA	Contract #: NAS8-00179
Originator: Elaine F. Duncan QD40/Elaine Duncan		Date: 12/16/04	
Office Manager's Signature: QD40/Angelia Walker		Date: 12/16/04	
COTR's Signature: QD01/Terry Hamm		Date: 12/17/04	
Subject: Additional Independent Assessment for MSFC S&MA			
<p>Task Description: (PWS Section 9.0) Use senior staff to perform Independent Assessment (IA) tasks in support of the Independent Assessment Office. Tasking will be determined by MSFC S&MA/IA Lead.</p> <p>IA tasks will include, but are not limited to the following:</p> <ul style="list-style-type: none"> a. Track project/program operations and make recommendations of potential IA topics to the MSFC IA Lead. b. Develop and maintain IA assessment work plans. c. Perform assessments in accordance with approved assessment plans. Coordinate with appropriate IA team members, other organizations conducting related assessments, and program/project offices while researching issues. d. Develop analyses, observations and recommendations. e. Brief observations to the appropriate program/project and S&MA personnel. f. Coordinate the closure of reports and any assigned actions to the MSFC IA Lead. 			
<p>Deliverables:</p> <ul style="list-style-type: none"> 1. Document recommendations in approved assessment reports and briefings. 2. Prepare periodic activity reports in support of OSMA requirements. 			
<p>Duration:</p> <ul style="list-style-type: none"> 1) Support schedules as defined by the MSFC S&MA IA Lead. 2) Task duration is December 20, 2004 – September 30, 2005. 			
Report Progress To: S&MA IA Lead		Frequency of Report: Bi-weekly	